



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Insurance, Department of. Office Operations.

Agency: Office Operations		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	83-74	<b>ANNUAL PREMIUM TAX REPORTS</b> These are the reports from insurance companies of premium taxes owed, the amount paid and any balances due with the additional payments; alphabetical arrangement. Retention based on IC 34-1-2-2 (2), (1993 Edition)	DESTROY five (5) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	83-78	<b>CHARGE SLIPS SF 34379</b> This is the annual record of the insurance premium tax and Fire Marshal premium tax, if applicable; alphabetical arrangement by insurance company. Retention based on IC 34-1-2-2 (2), (1993 Edition)	DESTROY five (5) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	98-17	<b>INDIANA FEE &amp; RETALIATORY FEE STATEMENT, SF 6130</b> This state form is used to document and submit fee statements which insurance companies are required to submit with their payment for retaliatory fees and audit fees; alphabetical arrangement. Retention based on IC 34-1-2-2 (2), (1993 Edition).	DESTROY five (5) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.